



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND, PACIFIC REGION
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII
851 WRIGHT AVENUE, WHEELER ARMY AIRFIELD
SCHOFIELD BARRACKS, HAWAII 96857-5000

IMPC-HI-ZA

13 SEP 2010

MEMORANDUM FOR All Military Personnel and Department of Defense Civilian Employees within United States Army Garrison, Hawaii (USAG-HI), Installations

SUBJECT: Policy Memorandum USAG-HI-19, Authorized Use List (AUL)

1. References.

- a. Army Regulation 710-2, Supply Policy Below the National Level, 28 Mar 08.
- b. Department of the Army Pamphlet 710-7, Hazardous Materials Management Program, 31 Jul 07
- c. Executive Order 13148, Greening the Government through Leadership in Environmental Management, 21 Apr 00.
- d. 25th ID(L) & USARHAW Installation Hazardous Waste Management Plan (IHWMP) 18 Dec 96.
- e. BAE Systems Document No. SS-05-02, Hazardous Material Control Center (HMCC) Logistical Support and Services for the U.S. Army Garrison, Hawaii, W912CN-08-C-0085, Revision H, Feb 09.

2. Applicability. This policy applies to Soldiers, Civilians, Family members, contractors, and other personnel who work on, reside on, or visit any U.S. Army installation, facility, or work site in the State of Hawaii.

3. Policy. Protecting the health of our personnel and environment is vital to the success of our mission. Critical to accomplishing this goal is reducing the quantities of hazardous materials (HM) stored at the unit/activity level, thereby minimizing waste generation and tracking HM used and stored on USAG-HI installations. To acquire HM, units/activities will follow operational guidance in the Directorate of Logistics (DOL) HMCC Standard Operating Procedure (Reference 1.d. above) posted on the AUL link of the Directorate of Public Works (DPW) website at <https://dpwhawaii.army.mil/general/aul.aspx>.

- a. All units, down to the company level, are required to identify all HM necessary to meet daily mission requirements through their AUL. The AUL, which reflects a 14-day HM supply, shall be based upon the unit's basic load and shall be approved by the Company Commander's signature. Units are permitted to store up to the amount of HM

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designated on their AUL at their facilities. The AUL levels may be revised as often as necessary if the need for HM changes. AULs, along with a current on-hand inventory, must be submitted to the DPW Environmental Division, ATTN: EPCRA Program Manager, STOP 253, or transmitted via facsimile to 656-1039, within 30 days of the date of this memorandum, and not later than (NLT) 31 January of each year thereafter. Forms are available on the AUL link of the DPW website.

b. All HM identified on the AUL must be ordered electronically via the Standard Army Retail Supply System-1 (SARSS-1) process through normal supply channels. HM not available via SARSS-1 or items not in stock at the DOL HMCC may be purchased with the government credit card only upon receiving the proper authorization and following procedures specified in the DOL HMCC SOP.

c. The DOL HMCC will not issue HM not listed on, or in excess of, the SUL without written authorization by the Company Commander. To receive new material, units/activities must show that previously issued HM was used by submitting a Usage Log. Forms are available on the AUL link on the DPW website.

d. HM is tracked using the Hazardous Substance Management System (HSMS). HSMS bar codes are affixed to each individual container when HM is received at the DOL HMCC and shall remain on the container until it is properly disposed of. All HM stored on USAG-HI installations must be labeled with the HSMS bar code.

4. Compliance.

a. Mismanagement of expired/excess HM at the unit/activity level is a violation of both State and Federal law. Improper management can lead to a Notice of Violation (NOV), fines and penalties, and, in some circumstances, criminal prosecution. Payment of fines is the responsibility of the inspected unit/activity. Funds used for payment of such fines reduce the available funding for other critical base operations requirements.

b. Compliance with this policy will be monitored through the DPW Environmental Compliance Inspection program. Failure to comply with this policy will result in an "Unsatisfactory" rating for the quarter.

5. This policy supersedes Policy Memorandum USAG-HI-19, SAB, dated 22 Jan 08, and remains in effect until cancelled or superseded in writing.

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6. Points of contact are the DOL SSA Accountable Officer, 656-2277, and the DPW Environmental EPCRA Program Manager, 656-1308.



DOUGLAS S. MULBURY
COL, IN
Commanding

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